

Subject: Important: Your account has been inactive

Dear [Customer Name],

We are writing to inform you that our records indicate your account ([Account ID/Email]) has been inactive for [Number] months.

To ensure the security of your data and maintain our system efficiency, we routinely close accounts that have not been used for an extended period.

**What you need to do:**

If you wish to keep your account active, please log in to your account at [Website URL] by [Date]. No further action is required to maintain your status.

**What happens if you take no action:**

If you do not log in by the date mentioned above, your account will be marked for deactivation and your data may be permanently deleted on [Deletion Date].

If you have forgotten your password, you can reset it here: [Password Reset Link].

Thank you for being part of our community.

Best regards,

[Your Company Name]  
[Customer Support Team]